



The Superior Court of California
County Of San Diego

JOB ANNOUNCEMENT

COURT SYSTEMS ANALYST TRAINEE, I & II
Examination No. 11-010, 11-011, & 11-012

SALARY RANGE:	<p>Court Systems Analyst Trainee approximately \$48,422 - \$71,094 annually Court Systems Analyst I approximately \$54,496 - \$81,723 annually Court Systems Analyst II approximately \$62,649 - \$93,995 annually</p> <p>Starting salary is based on experience and is expected to be between \$48,422 – \$61,838 for Court Systems Analyst Trainee, \$54,496 - \$71,094 for Court Systems Analyst I and \$62,649 - \$81,723 for Court Systems Analyst II.</p>
FILING DEADLINE:	<p>Applications will be accepted until further notice. However, you are encouraged to apply early to receive consideration for immediate vacancies.</p>
JOB LOCATION:	<p>There are current vacancies in the Information Technology Division located at the Hall of Justice, 330 West Broadway, San Diego. The Eligible List resulting from this announcement may be used to fill any future vacancies.</p>
JOB SUMMARY:	<p>Under direction of a Supervising Systems Analyst or Information Technology Manager, a Court Systems Analyst plans, designs, programs, develops, implements and maintains software applications and systems within the San Diego Superior Court. Typical duties include: Plans, designs, develops new applications; supports, upgrades, maintains and enhances existing Court software applications; evaluates and recommends modifications to software configurations; collaborates with operational staff, project managers and Information Technology staff to determine the scope and vision of business requirements; gathers user requirements via interviews, workshops, questionnaires, surveys, and site visits; translates business and user requests involving upgrades and enhancements into software design specifications; reviews, analyzes, and modifies user requirements and procedures by encoding, testing, debugging and installing software/hardware to automate processing or to improve existing and new systems; prepares system and user support documentation for automated programs; ensures compatibility of in-house systems and statewide developed systems; coordinates and performs User and Performance Acceptance testing for modification of existing systems and new systems; revises system configurations; installs and configures systems and software and tests for compatibility with network; analyzes and resolves system problems and failures; works with internal user groups and external Justice Agencies; coordinates projects with other Information Technology staff; serves as a liaison between Information Technology staff, Operations End User staff, and the Administrative Office of the Courts (AOC) project coordinators or vendors; represents the Court in the development of applications for statewide initiatives to ensure the Court's needs are met. Court Systems Analyst II's may provide technical guidance to Court System Analyst Trainees and I's in a mentoring role.</p>
REQUIREMENTS:	<p>Court Systems Analyst Trainee: Applicants must have graduated from an accredited college or university with a Bachelor's degree in computer science, information technology or a closely related field.</p> <p>Court Systems Analyst I: Bachelor's degree as above AND two (2) years of progressively responsible and varied technical experience designing, programming, integrating and supporting information systems involving data networks and information technology system applications.</p> <p>Court Systems Analyst II: Bachelor's degree as above AND one year as a Court Systems Analyst I OR Three (3) years progressively responsible and varied technical experience designing, programming, integrating and supporting information systems involving data networks and information technology system applications.</p> <p>Experience Substitution: A Master's degree from an accredited college or university in information technology, computer science or a closely related field may substitute for one year of the technical experience as listed above.</p> <p>Degree/Education Substitution: Additional years of progressively responsible and varied technical experience designing, programming, integrating and supporting information systems involving data networks and information technology system applications can substitute for the education requirement on a year for year basis.</p>
EVALUATION AND SELECTION FACTORS:	<p>Factors to be considered in the evaluation include knowledge of: Principles, practices and techniques of system analysis applicable to computer software, hardware and operating systems; business modeling requirements and analysis; design techniques, tools and principles involved in production of technical plans and business requirements; desktop software packages including the Microsoft suite of products; Case Management Systems; Java, J2EE, JavaScript, .NET, Visual Basic and SQL; Oracle databases; relational database structures; structured programming designs; and system configuration, testing, and documentation techniques. Knowledge of Adobe Output Designer and Crystal Report design and generation is highly desirable. Other factors to be evaluated include the ability to: Conduct system analysis; analyze data processing problems, develop and implement solutions; understand and determine business requirements, translate those requirements into business strategies, disseminate those strategies to the developers and/or project teams and communicate the findings back to the end user; prepare comprehensive system analytical and operational reports; work under strict time constraints; work within a team to evaluate, design, develop, test, implement and/or support computer applications; communicate effectively both orally and in writing; establish and maintain effective working relationships with court staff, vendors, judicial officers, law and justice agencies and the Administrative Office of the Courts; and organize and prioritize work assignments. For the Court System Analyst II, knowledge of principles, methods and procedures of change management and version control; workflow/operations, feasibility and requirement analysis techniques; system development and design; project planning and project management practices may be evaluated.</p>
SELECTION PROCESS:	<p>Qualified candidates are placed on the eligible list(s) based on the information contained in both the standard employment and supplemental application forms.</p>
HOW TO APPLY:	<p>Applicants must complete and submit the Supplemental Application Form, San Diego Superior Court employment application, background investigation form and pre-employment disclosure statement. Application materials are available at San Diego Superior Court Human Resources, 330 West Broadway (Hall of Justice), Room 251, San Diego, CA 92101; or by calling (619) 450-5222. Completed application materials may be submitted in person at the above address or mailed to: San Diego Superior Court, Attention: Human Resources, POST OFFICE BOX 120128, SAN DIEGO, CA 92112-0128.</p>

GENERAL EMPLOYMENT INFORMATION

The provisions of this announcement do not constitute an implied or expressed contract, and any provisions contained in this announcement may be modified or revoked at any time. The requirements stated in this announcement represent only the minimum required to file an application. Meeting the listed requirements does not guarantee a candidate will qualify for the examination. Equal Opportunity: The Superior Court makes all appointments without regard to age, race, sex, religious creed, ethnicity, disability, marital status or sexual orientation. Applicants with Disabilities: Reasonable accommodations will be made so applicants with disabilities may participate in the examination process. Advise Superior Court Human Resources of special needs in advance of the examination.

Human Resources Office: The Superior Court Human Resources Office is located at the Hall of Justice, 330 West Broadway, Room 251, in downtown San Diego.

Hours of Operation: The Human Resources Office is open to the public Monday through Friday, from 8:00 a.m. to 5:00 p.m. except for Court holidays.

Mailing Address: San Diego Superior Court, Attn: Human Resources, P.O. Box 120128, San Diego, CA 92112-0128. The County Mail Stop is C-44.

Phone Numbers: The business office phone number is (619) 450-7230. The recorded telephone number to request an application and our 24-hour job line is (619) 450-5222. The fax number is (619) 450-7158.

Website: Job opportunities are listed on the Superior Court website at www.sdcourt.ca.gov. The application form is available at this site in Adobe PDF format.

Employment Applications: Applications must be legible, complete, and signed, to include any required certificates, transcripts, forms, and/or Supplemental Application(s).

Application Filing Deadlines: Human Resources must receive all application material *by 5:00 p.m. on the filing deadline date* stated on the reverse. Postmarks are **not** accepted. If a filing deadline is not stated, applications will be accepted on a continuous basis and subject to closure without advance notice. To receive full consideration, applications should be filed promptly.

Examination Numbers: Applicants are limited to one application and may not reapply under the same examination number.

Series Statement: Acceptance of applications is ongoing as employment needs require and names are placed on the examination list in order of final grades regardless of candidate's test date. Applicants may only take the examination once under each examination number.

Change of Address: Applicants are responsible for submitting change of address or phone number information.

Eligible Lists: After successfully completing the entire examination process, candidates have their name placed on an Eligible List. Placement on the Eligible List does not guarantee selection. When vacancies occur, the Eligible List is sent to appropriate Court departments for hire.

Documentation: Federal law requires that all persons selected for employment complete and sign a form (INS-9) verifying the legal right to work in the United States.

Medical Examination: Employment is contingent upon successfully passing a job-related, pre-employment medical examination, which will include drug and alcohol testing.

Background Investigation: Superior Court employees shall be subject to a background investigation and fingerprinting. Convictions, depending upon the type, number and recency, may be disqualifying.

Work History: False statements or omission of facts regarding background or employment history may result in either disqualification or dismissal.

Starting Salary: New employees may be placed higher than the minimum rate depending on qualifications, knowledge and experience.

Vacation: New employees accrue vacation at a rate of seventeen (17) days per year.

Holidays: The Superior Court currently observes fourteen (14) holidays each year, including the employee's birthday.

Sick Leave: On approval of excused absence, eligible employees may use accrued sick leave.

Retirement: Employees of the Superior Court participate in the County Employees Retirement System, which is integrated with Social Security.

Health Insurance: Superior Court employees are provided a cafeteria-style flexible benefits plan which offers health, dental and vision coverage.

Life Insurance: A group rate life insurance program is available.

Additional Benefits: Other benefits include tuition refund, deferred compensation, suggestion award program, and credit union services.

Employee Status: Superior Court employees in this classification serve at the pleasure of the Court and are governed by the San Diego Superior Court Personnel Rules.

SAN DIEGO SUPERIOR COURT
ATTN.: Human Resources
POST OFFICE BOX 120128
SAN DIEGO, CA 92112-0128
